

Position in Range Merit Matrix

The concept of a position in range and merit matrix (example on the following page) is to reward an employee receiving the highest performance rating who is lowest in the range with the largest increase. This moves an employee towards the market policy position quicker and recognizes higher performers.

- Studies show the rewards to top performers should be at least two (2) times higher than average performer increases. A position in range and merit matrix is designed with this concept in mind.

The YELLOW highlighted area in the matrix below is the range of all pay tables from Minimum to Maximum and the current distribution of employee salaries within different percentiles of the ranges.

The matrix can be divided into any number of ways (percentiles, quartiles or by compa ratios). The key is to be consistent from year to year.

The chart below is the current distribution of employees based on September 2013 Evaluation and March 2014 Salary.

Performance				Position in Range (Reoccurring Cost)						
				Minimum						Maximum
				Minimum to 10th Percentile	10th to 25th Percentile	25th to 50th Percentile	50th to 75th Percentile	75th to 90th Percentile	90th Percentile to Max of Range	Over Max
Distribution of EE's				16.75%	51.37%	22.10%	7.09%	1.46%		0.67%
Performance Rating		Number of EE's	8623	1444	4430	1906	611	126	48	58
Superior (3.5 - 4.0)	4.21%	363		32	166	100	49	8	2	6
Commendable (3.0 - 3.4)	15.85%	1367		137	698	362	119	30	9	12
Competent (2.0 - 2.9)	67.12%	5788		862	3086	1297	397	82	32	32
Improvement / Growth Necessary (1.0 - 1.9)	3.19%	275		59	144	45	19	3	4	1
Unsatisfactory (0 - 0.9)	0.03%	3		0	2	1	0	0	0	0
No Evaluation	9.10%	785		346	310	96	23	3	1	6
On Protected Leave	0.49%	42		8	24	5	4	0	0	1

The BLUE highlighted area in the above matrix is the five performance evaluation ratings used in our Performance Management System along with the distribution of employees based on the evaluation.

The GREEN area in the matrix shows how many employees who would receive an increase in each of the different sections. The actual percentages in each section will be determined after the yearly evaluations are completed and amount of authorized funding.

- An employee receiving a superior rating and salary in the Minimum to 10th Percentile (32 employees) would receive the highest percentage increase.
- An employee receiving a superior rating and salary in the 25th to 50th Percentile could receive a smaller increase as their existing salary is already closer to the market policy position. The market policy position (MPP) for the State of Wyoming is the 50th Percentile.
 - Pay increase for employees below the MPP would be base building.
 - Pay increases for employees already above the MPP may be as an annual bonus or added to the base pay. The matrix provides flexibility depending on overall costs while still recognizing and rewarding an employee for their performance. If provided as an annual bonus it would not be an ongoing expenditure to the budget.

The WHITE area in the matrix shows the employees who would NOT receive an increase bases on either unsatisfactory evaluations or not having an evaluation in the system. The employees on protected leave would be determined on a case by case basis upon their return and would be required to come from the agencies existing budget.